Privacy notice

Data Controller

The Returning Officer, South Somerset District Council, is the data controller for the personal information you provide (elections@southsomerset.gov.uk)

Data Protection Officer

Data Protection Officer, South Somerset District Council, The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT. Email: DPO@southsomerset.gov.uk

The Data Controller liaises with the Data Protection Officer over good practice in relation to data protection. If you have any concerns or questions about how the Data Controller looks after your personal information, please contact the Data Protection Officer.

Processing activity

The Data Controller has a statutory duty to process personal information for the purpose of administering an election. Where the Data Controller intends to process your personal information for a purpose other than that for which the personal information was collected, the Data Controller will provide you with information on that other purpose before doing so. In general terms, personal information will be processed relating to:

- Publishing the notice of election
- Administering the nomination process
- Printing the ballot papers
- Publishing the notice of poll, statement of persons nominated, notice of situation of polling stations and notice of election agents
- The provision of polling stations
- Appointing Presiding Officers and Poll Clerks
- Managing the postal voting process
- Verifying and counting the votes

Information requirements

To be able to stand as a candidate at an election, you are required by law to provide the Data Controller with personal information. In general terms, personal information will be processed relating to:

- Candidate full name(s)
- Candidate commonly used name(s)
- Candidate date of birth
- Candidate full home address
- Party name
- Candidate signature
- Candidate qualification(s)

- Subscriber name(s), signature(s) and elector number(s)
- Witness personal information including signature
- Candidate consent to nomination
- Certificate of authorisation (party candidates)
- Name, address, office address and signature of appointed election agent
- Counting agents and polling agents details
- Statement of person(s) nominated for each ward
- Notice of poll
- Production and issue of poll cards
- Waivers
- Election notice(s)
- Absent voter application forms
- Postal voting statement
- Postal vote rejection notices
- Confirmation of receipt of absent vote on request

Lawful bases

The Data Controller's lawful bases for processing your personal information are to comply with the Data Controller's legal obligations under the:

- Local Government Act 1972
- Representation of the People Acts 1983, 1985 and 2000
- Political Parties, Elections and Referendums Act 2000
- Local Government Act 2000
- Representation of the People (England and Wales) Regulations 2001
- Representation of the People (Combination of Polls)(England and Wales) Regulations 2004
- Local Elections (Principal Areas)(England and Wales) Rules 2006
- Electoral Administration Act 2006
- Local Elections (Parishes and Communities)(England and Wales) Rules 2006
- Political Parties and Elections Act 2009
- Local Democracy, Economic Development and Construction Act 2009
- Neighbourhood Planning (Referendums) Regulations 2012
- Local Authorities (Conduct of Referendums)(England) Regulations 2012
- Electoral Registration and Administration Act 2013
- for the performance of a public interest task which has a clear basis in law (see above) or in the exercise of official authority vested in the Data Controller i.e. administering the election in the public interest, as provided for in electoral law

Reasons for processing

Some of the information that is collected and shared is classified as:

- special category personal data;
- Criminal convictions and offences (including alleged offences)

This is processed for reasons of substantial public interest under the laws that apply to the Data Controller (see above) where this helps to meet the Data Controller's broader social obligations such as where it is necessary for the Data Controller to fulfil legal obligations and regulatory requirements. South Somerset District Council has a Data Protection Policy that sets out how this information will be handled.

Retention period

Your personal information will be kept for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with the retention period(s) referred to in our Retention Guidelines unless exceptional circumstances require longer retention e.g. pending legal action. All information will be held securely and disposed of confidentially.

Your rights

Further details on data protection and your rights can be found on our Data Protection page.

Changes to this Privacy Notice

This Privacy Notice will be regularly reviewed and updates placed on this page